

Preferred Method for Maintaining Historical Data

Vision Statement:

The goal of the Digital Archives is to acquire, preserve, and provide access to historical electronic records and information documenting Georgia government. To that end, the Digital Archives must be able to accept records in a variety of file formats into a central repository. Recognizing that the agencies of Georgia government and their use of technology represent several layers of sophistication, the policies and procedures of the Digital Archives will be implemented in a tiered approach.

At the *top tier* are agencies currently utilizing content management software and who further develop their system to include a DoD 5015.2 STD certified records management application (RMA). These agencies will implement the required metadata tags to records within the RMA and export permanent records to the Digital Archives on an agreed upon cycle.

The *middle tier* will consist of agencies utilizing existing XML standard software¹ to create and manage records. Also included in this tier are agencies using neither an RMA nor XML to manage records but are collecting metadata for their records. These agencies will implement the required metadata tags and transfer permanent records to the Digital Archives on an agreed upon cycle.

The *bottom tier* of agencies, those have little technology capability, will complete a data model or other document identifying the records with no associated metadata in order to transfer permanent records to the Digital Archives. These agencies likely use a physical transfer medium, such as a CD or external hard drive, to transport the records.

The Georgia Archives will work with each of these agencies to identify and evaluate electronic records eligible for transfer to the Digital Archives. Part of this process will be the signing of a Memorandum of Understanding (MOU) establishing a regular cycle and method for transferring records, and identifying confidential information within systems.

In addition, the Georgia Archives recognizes that the technology sophistication of its own staff and of the Digital Archives itself will be under a growth and development process for the first 3-5 years. The Georgia Archives is therefore acknowledging that its own policies and procedures will be phased into implemented over a period of years as both the Digital Archives and Georgia government move towards an ideal methodology for maintaining historical data.

¹ ENT-01-001-STD, XML – Extensible Markup Language Standards effective in 2003 and a proposed enterprise standard adopting DoD 5015.2-STD as a state standard identifying compliant records and content management applications.